



May 2, 2000

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 99-08
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, SCREENING, AND PLACEMENT CONTRACTORS

FROM: RICHARD TRIGG
National Director
Job Corps

SUBJECT: PRH-1: Outreach and Admissions

1. Purpose. To revise outreach and admissions processes regarding applicants with disabilities.

2. Background. Historically, outreach and admissions counselors have collected health and disability-related information on Job Corps applicants and forwarded the folders of applicants with disabilities to one of three designated disability Job Corps centers for review and enrollment. Job Corps has discontinued the use of *designated* disability centers.

Students with disabilities who meet basic eligibility criteria (see PRH-1, 1.2, R2) can enroll in any Job Corps center and request the necessary accommodation for participation in Job Corps. Outreach and admissions staff will no longer use information reported on the ETA 6-53 health questionnaire as a basis for classifying applicant folders for center review.

3. Explanation of Change. PRH Chapter 1 has been changed to reflect legislative requirements regarding student application and enrollment contained in the Rehabilitation Act of 1973 and the Workforce Investment Act of 1998. Procedures for collecting health information from Job Corps applicants have been revised so that such information will have no bearing on a student's eligibility or center assignment.

Procedures for Job Corps admissions are detailed in PRH-1, 1.2, R5. The basic five steps are:

- Step 1—Collect data
Collect demographic data on each applicant (race/ethnicity, age, and disability status) per 29 CFR 37.37.
- Step 2—Eligibility
Determine eligibility based on criteria outlined in PRH-1, 1.2, R2. Once eligibility requirements have been determined, inform eligible applicants of eligibility determination and the need to gather information pertaining to additional factors for selection (e.g., background, needs, and interests) as outlined in PRH-1, 1.2, R3 and R4.
- Step 3—Selection
Inquire about each applicant's ability to perform essential functions of the program, with or without reasonable accommodation/modification (is reasonable accommodation/modification needed to participate in the selection process).
- Step 4—Center Assignment
Assign applicant to a Job Corps center in accordance with PRH-1, 1.3, R1 (using Section 145(d) of WIA standards). Admissions counselors will not consider an applicant's disability in the center assignment process (center assignment constitutes a "conditional offer of participation").
- Step 5—Post-Center Assignment
Complete ETA 6-53 and assist applicant in gathering/obtaining necessary documentation required for providing reasonable accommodation, if applicable. All applicant information is forwarded to the center.

The Job Corps center is responsible for reviewing applicant folders and determining, when necessary, if it can provide reasonable accommodation for applicants using requirements outlined in 29 CFR part 37.

4. Filing Instructions.

Remove from Chapter 1

Entire Chapter 1,
dated July 1, 1999

Replace with Attached

Chapter 1,
dated April 1, 2000

5. Effective Date. April 1, 2000
6. Action Required. All addressees must ensure that this chapter is distributed to appropriate staff.
7. Inquiries. Direct any inquiries to Gayle Cody or Barbara Grove, RN, at 202-219-5556. Agencies should direct inquiries to DA/FS James Everage at 303-275-5460, DI/NPS William Jones at 202-565-1085, DI/WRB Robert Sims at 303-445-2633, or DI/FWS James Banks at 202-208-4634.

Attachment